



## 2015 Summer Programming Hiring FAQ

### Frequently Asked Questions for All Applicants:

**1. How do I apply for a summer position?**

If you are interested in a summer school position, please apply online through the DCPS Extracurricular QuickBase application – <https://octo.quickbase.com/db/bh5nagy98?a=dbpage&pageID=62>.

**2. I had a position at a DCPS school last summer. Am I guaranteed a position this summer?**

Staffing needs vary from year to year; therefore, we cannot guarantee positions. However, we do look at past experience when screening our applicants.

**3. Can I apply for more than one position?**

No. You can only submit an application for one of the programs this summer using the DCPS Extracurricular Application.

**4. When will I find out if I've been offered a summer position?**

Human Resources will notify candidates of their final status via email once the selection process is complete.

**5. What is the compensation for summer employment?**

Teachers receive \$34/hour and aides receive \$15/hour. Benefits are not included.

**6. What are the dates and hours of the different summer school programs?**

Program	Start Date	End Date	Program Times
<b>K-7 Summer School AM Program</b>	Monday, June 29th, 2015	Friday, July 31st, 2015	8 AM – 1 PM
<b>High School Summer School (HS)</b>	Monday, June 29th, 2015	Friday, July 31st, 2015	8:30 AM – 3:30 PM
<b>Extended School Year (ESY)</b>	Monday, July 6th, 2015	Friday, July 31st, 2015	PK-5: 8 AM – 1 PM 6-12: 9 AM – 2 PM ESY-only site: 8 AM – 1 PM
<b>Lindamood Bell (LMB)</b>	Monday, June 29th, 2015	Friday, July 31st, 2015	8 AM – 3 PM
<b>RSP Camp Believe</b>	Monday, July 6th, 2015	Friday, July 31st, 2015	8 AM – 1 PM
<b>RSP Camp Let's Go</b>	Monday, July 6th, 2015	Friday, July 31st, 2015	8 AM – 3 PM
<b>DC Meets Washington</b>	Monday, July 13th, 2015	Thursday, July 30th, 2015	9 AM – 4 PM
<b>English Language Learner Summer Academic Program (ELLSAP)</b>	Monday, June 29th, 2015	Friday, July 31st, 2015	8:30 AM -3:30 PM
<b>Focused Student Achievement Act (FSAA) 8<sup>th</sup> Grade</b>	Monday, June 29th, 2015	Friday, July 31st, 2015	9 AM – 2 PM
<b>Office of Teaching and Learning (OTL) Enrichment Program</b>	Monday, July 6th, 2015	Friday, July 31st, 2015	8:30 AM – 1 PM
<b>Focused Student Achievement Act (FSAA) 3<sup>rd</sup> Grade</b>	Monday, June 29th, 2015	Friday, July 31st, 2015	8 AM – 1 PM

**7. Can I take vacation days during summer school?**

No. Summer employees are not allowed to take leave over the summer. If you accept an official offer of employment, you must commit to working for the entire session. Duration of the programs can be found in the table above.

**8. What if I don't like the site/position I am assigned to? Can I change it?** Changes are rarely made to offer letters after they have been sent. Applicants should keep this in mind when choosing their program, position and site while filling out the application.

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**9. Is attending the summer school training event(s) required?**

Yes, attendance at summer school trainings is mandatory. Contact your summer program manager for more information.

<b>Program</b>	<b>Training Date</b>	<b>Verification/Planning Date</b>
<b>K-7 Summer School AM Program</b>	Saturday, June 6, 2015	Saturday, June 24, 2015
<b>High School Summer School (HS)</b>	Saturday, June 6, 2015	Saturday, June 24, 2015
<b>Extended School Year (ESY)</b>	Saturday, June 6, 2015	Saturday, June 24, 2015
<b>Lindamood Bell (LMB)</b>	Saturday, June 6, 2015	Saturday, June 24, 2015
<b>RSP Camp Believe</b>	Tuesday, June 30, 2015	Tuesday, June 30, 2015
<b>RSP Camp Let's Go</b>	Monday, June 29, 2015	Monday, June 29, 2015
<b>DC Meets Washington</b>	TBD	TBD
<b>English Language Learner Summer Academic Program (ELLSAP)</b>	Saturday, June 6, 2015	Saturday, June 24, 2015
<b>Focused Student Achievement Act (FSAA) 8<sup>th</sup> Grade</b>	TBD	TBD
<b>Office of Teaching and Learning (OTL) Enrichment Program</b>	TBD	TBD
<b>Focused Student Achievement Act (FSAA) 3<sup>rd</sup> Grade</b>	TBD	TBD

**10. Will I get paid for attending training?**

Yes. Teachers, related service providers, and aides will be compensated for the hours they spend at the training.

**11. What are the K-7 Summer School sites?**

	Schools	Grades	Ward
1	Bruce-Monroe @ Park View	Gr K-5	1
2	Brightwood	Gr K-7	4
3	Brookland @ Bunker Hill	Gr K-7	5
4	Walker-Jones	Gr K-7	6
5	Tyler	Gr K-5	6
6	Plummer	Gr K-5	7
7	Beers	Gr K-5	7
8	Turner	Gr K-7	8

**12. What are the HS Summer School sites?\***

*\*Please note, ESY programming will be co-located at 2 sites, sites are still being finalized.*

	Schools	Grades	Ward
1	Anacostia	8	8
2	Ballou	8	8
3	Cardozo	8	1
4	CHEC	8	1
5	Coolidge	8	4
6	Dunbar	8	5
7	Eastern	8	6
8	Phelps	8	5
9	Roosevelt	8	4
10	Wilson	8	3
11	Woodson	8	7
12	Washington Met	8	1

**13. What are the Special Education-only (ESY) sites?**

*Please note: ESY will co-locate with all K-7 Summer School Sites and 2 HS sites. We will also run one ESY only site for students currently attending Sharpe Health School and Mamie D. Lee School.*

	ESY Sites	Grades	Cluster Program	Ward
1	Bruce-Monroe @ Park View	Gr PK3-5	TBD	1
2	Brightwood	Gr PK3-5	TBD	4
3	Brookland @ Bunker Hill	Gr PK3-5	TBD	5
4	Walker-	Gr PK3-5	TBD	6

	<b>Jones</b>			
5	<b>Tyler</b>	Gr PK3-5	TBD	6
6	<b>Plummer</b>	Gr PK3-5	TBD	7
7	<b>Beers</b>	Gr PK3-5	TBD	7
8	<b>Turner</b>	Gr PK3-5	TBD	8
9	<b>TBD</b>	TBD	TBD	TBD
10	<b>TBD</b>	TBD	TBD	TBD
11	<b>TBD</b>	TBD	TBD	TBD

**14. What is the Lindamood-Bell site?**

	<b>Schools</b>	<b>Grades</b>	<b>Ward</b>
1	<b>Noyes</b>	K-2	5

**15. What is the Camp Believe site?**

	<b>Schools</b>	<b>Grades</b>	<b>Ward</b>
1	<b>Noyes</b>	1-4	5

**16. What is the Camp Let's Go site?**

	<b>Schools</b>	<b>Grades</b>	<b>Ward</b>
1	<b>Noyes</b>	PK3-6	5

**17. What are the DC Meets Washington sites?**

	<b>Schools</b>	<b>Grades</b>	<b>Ward</b>
1	<b>TBD</b>	3-6	TBD
2	<b>TBD</b>	3-6	TBD
3	<b>TBD</b>	3-6	TBD
4	<b>TBD</b>	3-6	TBD

**18. What is the English Language Learner Summer Academic Program (ELLSAP) site?**

	<b>Schools</b>	<b>Grades</b>	<b>Ward</b>
1	<b>Cardozo EC</b>	6-12	1

**19. What is the Focused Student Achievement Act (FSAA) 8<sup>th</sup> Grade Site?**

	<b>Schools</b>	<b>Grade</b>	<b>Ward</b>
1	<b>TBD</b>	8	TBD

**20. What is the Office of Teaching and Learning (OTL) Enrichment Program?**

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	Schools	Grades	Ward
1	TBD	5-7	TBD
2	TBD	5-7	TBD

**21. What is the Focused Student Achievement Act (FSAA) 3<sup>rd</sup> Grade Site?**

	Schools	Grade	Ward
1	Plummer	3	8
2	Turner	3	8

**22. How do I know if my application has been received?**

Once you successfully submit your application in Quickbase, you will receive a confirmation email to the email address you provide.

**23. Who should I contact if I have problems accessing my dc.gov email address or have misplaced my password?**

Please contact the OCTO Help Desk by phone at: 202.442.5715.

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**24. Who should I contact if I have additional questions?**

**Technical Questions**

[DCPS.Staffing@dc.gov](mailto:DCPS.Staffing@dc.gov)

202.442.4090

**K-7 Program Questions**

[OSTP.Hiring@dc.gov](mailto:OSTP.Hiring@dc.gov)

**High School Program Questions**

[OCCR@dc.gov](mailto:OCCR@dc.gov)

**ESY/Camp Believe/Camp Let's Go/Lindamood Bell Program Questions**

[OSI.Hiring@dc.gov](mailto:OSI.Hiring@dc.gov)

**Camp Believe**

[Tamara.dukes@dc.gov](mailto:Tamara.dukes@dc.gov)

**Camp Let's Go**

[Tiffany.white2@dc.gov](mailto:Tiffany.white2@dc.gov)

**DC Meets Washington**

[Robin.Nadeau@dc.gov](mailto:Robin.Nadeau@dc.gov)

**ELLSAP**

[Rosanna.DeMammos@dc.gov](mailto:Rosanna.DeMammos@dc.gov)

**FSAA (3<sup>rd</sup> Grade) Program Questions**

[Samantha.Mcqueen@dc.gov](mailto:Samantha.Mcqueen@dc.gov)

**FSAA (8<sup>th</sup> Grade) Program Questions**

[OCCR@dc.gov](mailto:OCCR@dc.gov)

**Office of Teaching and Learning (OTL) Enrichment Program**

[Matthew.Reif@dc.gov](mailto:Matthew.Reif@dc.gov)

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Frequently Asked Questions for Non-DCPS Applicants:

**25. I'm not a DCPS employee. Am I eligible for a summer school position?**

Yes! Although preference will be given to current DCPS employees, we encourage both current DCPS employees and external applicants to apply. Please go to the QuickBase application (<https://octo.quickbase.com/db/bh5nagy98?a=dbpage&pageID=62>) to submit an online application.

**26. I'm not a DCPS employee. If I am offered the SS position, will I have to submit additional documents to be hired?**

After non-DCPS employees submit an online application and are sent an offer letter for a specific site, they will need to provide the following additional documents to Human Resources in order to be considered for a Summer position:

- A resume
- A copy of two forms of ID
- Fingerprinting/Background Check from the past 24 months
- Negative TB test result from the past 12 months
- Pass a Drug and Alcohol Test
- A copy of a current teaching license (if applicable)
- Additional documentation that will be provided for you to complete

**27. Where can non-DCPS applicants submit the results of HR required paperwork?**

If you are a non-DCPS employee, you are required to submit your HR required paperwork directly to the program manager for the program you applied for (e.g. ESY, K-7 Summer School). Required paperwork includes a resume, a copy of two forms of ID, fingerprinting/background check, a negative TB test result, a drug and alcohol test, and the oath packet. If applying for a teacher position, a valid DC teacher's license should also be provided.

**28. How do I take care of my fingerprinting/background check?**

Only applicants who are sent an offer letter should be fingerprinted. The fingerprinting office is located at 1200 First Street, NE, on the 10<sup>th</sup> floor. The office is open Monday-Thursday, from 8:00- 5:00. On Fridays, it is open from 8:00-3:00. There is no charge for fingerprinting. Please bring a copy of your negative TB test results and your photo ID.

**29. How do I take care of my drug test?**

Please visit <http://www.pervallmedical.com/> to schedule your appointment. There is no charge for the drug test.